

Staff Time and Duty Worksheet

Employee Name _____

Instructions:

Position _____

Cross out days that you did not work.

Month/Year _____

Enter the times worked for food-preparation and food-service related duties for each meal period.

Add up all hours and calculate total at bottom. Sign Form.

<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>
Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:
<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>
Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:
<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>
Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:
<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div> <small>Time/Duty</small>
Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:

Total Hours _____ X Hourly Rate _____ = _____

Employee's Signature _____ Supervisor's Signature _____

Staff Time and Duty Worksheet

Employee Name Glenda Henderson

Instructions:

Position Teacher

Cross out days that you did not work.

Month/Year February 2013

Enter amount of time worked for food-service related duties for each meal period.

Example

Add up all hours and calculate total at bottom. Sign Form.

	<u>Time/Duty</u>	<u>Time/Duty</u>	<u>Time/Duty</u>	<u>Time/Duty</u>	<u>1</u> <u>Time/Duty</u>
	Breakfast: AM Snack: Lunch: PM Snack: Dinner:	This form must be printed by the staff person. Time sheets are not acceptable substitutions. Please make this a high priority to meet federal regulations.	Breakfast: AM Snack: Lunch: PM Snack: Dinner:	Breakfast: AM Snack: Lunch: PM Snack: Dinner:	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:
<u>4</u>	<u>Time/Duty</u>	<u>5</u> <u>Time/Duty</u>	<u>6</u> <u>Time/Duty</u>	<u>7</u> <u>Time/Duty</u>	<u>8</u> <u>Time/Duty</u>
	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: <i>8:50-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: Dinner:	Breakfast: <i>9-9:30</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:
<u>11</u>	<u>Time/Duty</u>	<u>12</u> <u>Time/Duty</u>	<u>13</u> <u>Time/Duty</u>	<u>14</u> <u>Time/Duty</u>	<u>15</u> <u>Time/Duty</u>
	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner: <i>Shopping: 3:30-5:50</i>	Breakfast: <i>8:50-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: AM Snack: Lunch: <i>OFF</i> PM Snack: Dinner:	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:
<u>18</u>	<u>Time/Duty</u>	<u>19</u> <u>Time/Duty</u>	<u>20</u> <u>Time/Duty</u>	<u>21</u> <u>Time/Duty</u>	<u>22</u> <u>Time/Duty</u>
	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: <i>8:50-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:
<u>25</u>	<u>Time/Duty</u>	<u>26</u> <u>Time/Duty</u>	<u>27</u> <u>Time/Duty</u>	<u>28</u> <u>Time/Duty</u>	<u>Time/Duty</u>
	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: <i>8:50-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner: <i>Menu Planning: 4-5</i>	Breakfast: AM Snack: Lunch: PM Snack: Dinner:

Total Hours 29.25 X Hourly Rate \$8.00 = \$234.00

Employee's Signature Glenda Henderson Supervisor's Signature Leana Williams